

**“Non-Traditional Instruction”  
Application per KRS 158.070**

**District** Johnson County Schools

**Date** June 23, 2014

**DEFINITIONS:**

**Blended Learning**

A formal education program in which a student learns at least in part through online delivery of content and instruction with some element of student control over time, place, path or pace. While still attending a “brick-and-mortar” school structure, face-to-face classroom methods are combined with computer-mediated activities.

**Innovation**

A new or creative alternative approach to existing instructional and administrative practices intended to improve student learning and student performance of all students.

**Learning Management System**

A learning management system (LMS) is a software application or Web-based technology used to plan, implement, and assess a specific learning process.

**Student Attendance Day**

**Means any day that students are scheduled to be at school to receive instruction, and encompasses the designated start and dismissal time.**

**NOTE: Expand the text boxes as necessary.**

Please describe your overall approach to combating lost instruction on adverse weather or other emergency days? How have you involved all stakeholders in planning for this approach?

**Johnson County students missed 23 days of critical instruction during the 2013-2014 school year. Our district feels that it is imperative for our students to receive traditional instruction to the maximum extent possible. There is no replacement for instruction that takes place within the student’s regular school setting with classmates and teacher guidance. One of Johnson County’s options will include making up any missed instructional days at the end of the approved calendar or during other scheduled days off of school (such as portions of scheduled breaks, President’s Day, etc. We do have concerns that missed days of school cause lost instructional time and breaks in the flow of instruction. We realize that a blended learning approach will help keep our students from regressing as the instructional pace of the classes will continue even when school is not in session.**

**During the 2014-15 school year, our scheduled last day of school for students is Tuesday, May 12. Our first plan of attack to combat lost instructional days is to simply add the missed days on to the end of the calendar.**

Should we miss an exceedingly large amount of days that puts our closing day of school well into June due to another harsh winter, we will ask for nontraditional instructional days to be approved. During nontraditional days, students will use a variety of online instructional software to complete assignments given by each teacher. Students will enter the Johnson County District Portal, and from there will select his/her school website. Once on the school's website, the student will enter his/her grade link and will complete the assignments in all subject areas. With the district wide adoption of Scott Foresman's Envision Math Program, online resources/software will be used to complete the assignments. The online resources will vary from school to school, but will include the following: Odyssey, Lexia, IXL Math, Scott Foresman, Study Island, Khan Academy, i-Ready, Moodle, Wiki Space, and Glogster. Students who do not have access to the internet will be given an assignment packet prior to the threat of any inclement days (teachers will have packets prepared and distributed to identified students no later than the beginning of the second nine weeks). These packets will be given to parents during conferences. We realize that some copied packets may be lost before nontraditional instruction days occur or there may be issues with power/internet at students' homes. Therefore, students will have five days after school is back in session to complete and turn in the nontraditional day homework assignments. Teachers will track and document student work completion, both those students who complete assignments during the missed day as well as those who complete assignments once school has resumed.

To prepare the staff, parents, and community for the possibility of these nontraditional instructional days, the Johnson County District will communicate the plan in a variety of ways. Teachers will be involved in staff training concerning requirements of students and staff on these days. Additionally, teachers will be trained on how to maintain grade level web pages and how to upload assignments.

Parents and the community will receive information concerning this plan via informative meetings, school/district web pages, School Messenger phone messaging system, school newsletters, and social media.

Additionally, to gain a full understanding of resources available, a survey completed at the beginning of the year concerning student access to internet at home will be analyzed and students who require packets will be identified.

What evidence of capacity and previous experiences with non-traditional environments does the district have?

Individual schools have used snow packets in the past which have proven to be successful. These initiatives have been limited to individual schools rather than at the district level that is needed. Previously, our teachers have monitored weather. Should inclement weather or other emergency days be imminent, many of them prepared review work to be completed during the days off of school. Additionally, some schools in our district have challenged students to complete lessons from the available online instructional resources during severe weather or other emergency days. Research projects and family projects were encouraged during bad weather days. Also, our high school uses a program called Odyssey for students who are not attending school for extraordinary circumstances.

**Our district is fully prepared to implement our non-traditional school initiative as soon as the need arises. Leadership will be well prepared to initiate the plan with all technology infrastructure and support in place. Our district non-instructional day team includes school and district leadership, including principals at the elementary, middle, and high school levels, instructional supervisors, and the district technology coordinator.**

What learning management system will the district use to manage the non-traditional program? What features does this system possess that can track student participation and measures of learning? Include in your description how the district is following the new Digital Guidelines from KDE. What other digital platforms, applications or tools will the district use to ensure learning is taking place on non-traditional student attendance days?

**Johnson County Schools utilize Moodle as our learning management system. Johnson County Staff will use Moodle to track student participation and learning. Assignments will be posted for student access and the students will post completed work. Teachers will meet weekly during PLC time to analyze progress and make changes to pacing and assignments. The students who access the district portal and school sites will be tracked via usage reports as collected by the District Technology Coordinator. The students' teachers will track student learning and progress by analyzing student reports for each of the school's specific online programs (IXL, i-Ready, Lexia, STAR, Accelerated Reading/Math, KHAN Academy, Odyssey). All schools in the district will incorporate Envision Math Online Success Tracker to aid students in achieving success. All Elementary Schools will use Scott Foresman Reading Street Success Tracker to monitor and aid students in becoming Proficient in literacy. In creation of this plan, the committee referenced and abided by the new Digital Guidelines from KDE. These guidelines will be shared with all district stakeholders and adhered to throughout the duration of the plan.**

Please describe in detail the process the district will use on non-traditional student attendance days. Please include how you will account for all students' access to on-line resources and how you will provide equitable instructional materials for those students that do not have access to the internet? Include how community partners will be engaged and any opportunities that will exist at community locations or if the district will open schools to provide access.

**Students and parents will be notified in advance of the plan for using non-traditional student attendance days. Before students leave school for Christmas Break, a reminder will be sent via letter concerning the possibility of non-traditional days should inclement weather close school. Upon the need for a non-traditional day, the following process will occur. Our school messenger phone message system, the district web page, and the local radio announcement will alert the community that we are initiating a non-traditional day. During non-traditional days, students will use a variety of online instructional software to complete assignments given by each teacher.**

**Students will enter the Johnson County District Portal, and from there will select Moodle from the Student drop down tab. Once logged into Moodle, the student will enter his/her class and will complete the assignments in all subject areas. These assignments will be created in advance by teachers in grade level Professional Learning Communities (PLCs) at the elementary level and by content specific PLCs at the middle and high school grades. Online resources/software will be used to supplement the assignments. The online resources will vary from school to school, but may include the following: Odyssey, Lexia, IXL Math, Scott Foresman Reading and Math, Study Island, Khan Academy, i-Ready, , Wiki Space, etc. Students who do not have access to the internet will be given an assignment packet that aligns with the Moodle assignments prior to the threat of any inclement days (teachers will have packets prepared and distributed to identified students no later than the beginning of the second second semester).**

**These packets will be given to parents during conferences. We realize that some copied packets may be lost before nontraditional instruction days occur or there may be issues with power/internet at students' homes. Therefore, students will have five days after school is back in session to complete and turn in the nontraditional day homework assignments. Teachers will track and document student work completion, both those students who complete assignments during the missed day as well as those who complete assignments once school has resumed.**

**Local radio stations will be involved with the communication of the missed school day being a non-traditional instructional day. The Johnson County Public Library will also be a community resource that we will utilize. Our public library will be open on days when our schools are closed and students will be able to access our school web pages to complete the non-traditional instructional day assignments. Additionally, Johnson Central High School is identified as the location for online access for students who do not have access at home and can travel safely to this destination.**

Please explain the professional learning plan you will be implementing to ensure certified staff have the knowledge and capacity they need to provide quality blended instruction to students. Also describe how you will incorporate CIITS and any additional technology platforms teachers may use.

**First, each district and school administrator will be trained in the district's process for successful implementation of the non-traditional instructional day. Each school principal/administrator will then meet with school certified staff to provide instructions on the step by step process for implementation as well as the expectations for the certified staff on days that the nontraditional instruction occurs and for expectations of staff for when students return to school. Follow up meetings with certified staff will occur as needed. Additionally, staff will be given the opportunity to share ideas and work with colleagues concerning this process during Professional Learning Committee Meetings.**

**During the past several years, our staff has had several professional development activities centered around blended instruction. The vast majority of employees have embraced the use of technology to assist in delivery and supplementation of content. . Our district is currently involved in the KVEC innovative ARI grant which focuses on blended learning. Each school sends a teacher leader to the Next Generation Teacher Academy for regular trainings. To continue professional growth, each school's technology specialist will conduct regular trainings and updates to concerning technology implementation based on what is learned in the ARI trainings. Additionally, PLCs will devote time weekly to planning and development of instructional activities involving technology incorporation. The school technology leader will be available to assist PLC's with questions or implementation of blended learning in the classroom. Johnson County Schools will incorporate the use of CIITS in various ways: our district will use CIITS to develop lessons plans for nontraditional days. This will allow grade level teachers and content specific teachers to share various lesson plans and to get ideas of effective lessons. Additionally, the question banks will be used to develop assessments to check for learning during the nontraditional days. Also, we will use the technology resources linked from CIITS.**

Please describe the deployment of certified and classified school staff on non-traditional student attendance days. In what ways will certified and classified school staff complete their contractual obligations on these days (access the learning management system from home, serving as facilitator at school or community access points, serving as a phone facilitator). Please include a visual representation (e.g. chart, spreadsheet)

**Due to the rural diversity of our district and our concern for the safety of all stakeholders, certified and classified staff will not be required to be physically present at their school during inclement weather days or other emergency days. On non-traditional instructional days, certified staff will complete contractual obligations by completing a variety of duties. They will facilitate any questions, comments, or concerns via school email (which will be listed on the schools' web pages). Certified staff will check email regularly throughout these days and respond to student questions in a timely fashion. Additionally, certified staff will run reports each day from the specific online program that he/she assigned lessons for the day and will analyze each student for understanding of the content. Additionally, the teachers will record any grades for the day, and will track any students that do not complete the assignments due to lack of access or other reasons. The teachers will then ensure that students have the materials and opportunity to complete the assignments once school resumes. School secretaries and school custodians will report to work as normal, weather permitting. The remainder of the classified staff will be assigned to a regular classroom and given access to Moodle. Upon direction from the classroom teacher, they will assist in monitoring student logins and grading student assignments. Additionally, they will assist in making sure that packets are distributed to students with no access, and they will assist teachers in taking up/scoring written packets once school is back in session.**

**Additionally, if roads are safe to travel, classified staff members will report to schools to answer phone calls to assist in basic troubleshooting concerning the learning management system. Also, weather permitting, classified staff will be assigned to the school lab to monitor and assist students with online assignments during the non-traditional day.**

<b>Elementary Staff</b>	<b>Middle School Staff</b>	<b>High School Staff</b>
Read and Respond to Student E-mails all throughout the nontraditional days of school.	Read and Respond to Student sent emails all throughout the non traditional days of school.	Read and Respond to Student generated emails all throughout the non traditional days of school.
Pose questions to students via electronic devises to trigger thought process of students as they are engaged in their home assignments. For younger primary students, teachers will correspond with students as needed via email, phone calls, face time, etc.	Pose high level questions to students via electronic devices to trigger thought process of students as they are engaged in completing their home assignments. Teachers and students can skype, face time, or email each other with school work concerns.	Teacher and student will correspond as needed all day long. Students can email or face time teachers with any concern they may have. Teachers will track their work daily as students complete electronic assignments.
As students send work into teacher electronically, he/she will begin checking student work and providing specific feedback to students.	Since teachers are home working too during the nontraditional days, they can score all electronically submitted immediately. Teachers will provide instant electronic feed back to their students.	Teachers will score work immediately for the students who have electronic access. Instant feedback will be provided and students will have the opportunity to redo their work.

Please describe the process the district will use to collect information on participation, what outcomes are expected and how those outcomes will be assessed on non-traditional student attendance days?

**In order to collect information on student participation, Johnson County Schools will use a variety of data. First, teachers will grade all assignments that are completed and posted to the learning management system. This will give teachers information as to who participated in the non-traditional day. Each of the assignments will include an assessment that the teachers will use to gauge student learning and understanding. The number of portal hits to the central website will be tracked and documented. Additionally, school specific online program assignments will be given to supplement the specific skill addressed for the day that will aid in assessing student understanding of that skill. Reports from these program assignments will be analyzed and the results will be recorded. Also, formative assessments dealing with content learned during the non-traditional instructional day will be analyzed. After all of the data is collected, teachers will meet with PLCs to analyze the data and make any necessary changes. The Johnson County School System expects that flow of instruction and class pacing will be greatly improved by implementing instruction during weather or emergency days. We hope that students will continue to focus and will not regress during missed days. Our system believes that once school resumes, teachers can continue the scope and sequence without spending time on reteaching concepts that can be learned during non-traditional instructional days. We hope to see that students gained firm grasp of the concepts. Packet completion records and scores for students identified as having no access to online programs will be maintained.**

We certify that this application was reviewed and approved by the \_\_\_\_\_  
Board of Education at a regular meeting of the Board on \_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Date

\_\_\_\_\_  
Local Board of Education Chair Date

\_\_\_\_\_  
Terry Holliday, Commissioner of Education Date

Please download this application and return completed form, including required signatures (scan completed document as a PDF file) to [david.cook@education.ky.gov](mailto:david.cook@education.ky.gov) or mail it to:

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